



U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES

Appendix O

Facilities Security Checklist

This checklist is furnished only as general guide. Many of the questions will not apply to all facilities. All “YES” answers are neither a requirement nor an indication of a totally secure facility and the reviewing servicing security officer and/or facility manager will have to determine the applicability of each question to the situation at hand.

O.1 PERIMETER/FENCING

Yes No

- | | | |
|---|---|--|
| Y | N | Is the perimeter of the facility defined by a fence or other type physical barrier? (If possible, attach photograph(s) or diagram(s) for exhibit purposes.) |
| Y | N | If a fence is utilized as the perimeter barrier, does it meet the minimum specifications for security fencing? |
| Y | N | Are physical barriers at perimeter lines damaged or deteriorated? |
| Y | N | If masonry wall is used; does it meet minimum specifications for security fencing? |
| Y | N | If building walls, floors, and roofs form a part of the perimeter barrier, do they provide security equivalent to that provided by the remainder of the perimeter? |
| Y | N | Are all openings properly secured? |
| Y | N | If a building forms a part of the perimeter barrier, does it present a potential means of access at the point of juncture with the perimeter fence? |
| Y | N | If so, is the fence height increased 100% at the point of juncture? |
| Y | N | Are openings such as culverts, tunnels, manholes for sewers and utility access which permit access to the activity properly secured? |



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

O.2 ENTRY POINTS

Yes **No**

- | | | |
|---|---|--|
| Y | N | Do the doors exceed the number required for safe and efficient operation? |
| Y | N | Are doors constructed of sturdy material? |
| Y | N | Are all entrances equipped with secure locking devices? |
| Y | N | Are they always locked when not in use? |
| Y | N | Are hinge pins to all entrance doors spot-welded or peened? |
| Y | N | Are all possible means of entrance to the building (i.e., ventilators, drains) covered with steel bars or adequate wire mesh? |
| Y | N | Are all windows securely fastened from the inside? |
| Y | N | Are all windows not accessible from the ground adequately secured? |
| Y | N | Are all openings less than 16 feet above uncontrolled ground, roof ledges, etc., protected by steel bars or grilles? |
| Y | N | Are openings less than 12 feet directly or diagonally opposite uncontrolled windows in other walls, fire escapes, roofs, etc., protected by steel bars or grilles? |

O.3 KEY CONTROL

Yes **No**

- | | | |
|---|---|--|
| Y | N | Has a key control officer been appointed? |
| Y | N | Are locks and keys to all buildings and entrances supervised and controlled by a key control officer? |
| Y | N | Does the key control officer have overall authority and responsibility for issuance and replacement of locks and keys? |



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

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|---|---|---|
| Y | N | Are keys issued only to authorized personnel? |
| Y | N | Are keys issued to personnel other than facility personnel? |
| Y | N | Are keys not in use secured in a locked, fireproof cabinet? |
| Y | N | Are records maintained indicating buildings and/or entrances for which keys are issued? |
| Y | N | Are records maintained indicating ID data for keys issued? |
| Y | N | Are records maintained indicating location and number of master keys? |
| Y | N | Are records maintained indicating location and number of duplicate keys? |
| Y | N | Are records maintained indicating issue and turn in of keys? |
| Y | N | Are records maintained indicating location of locks and keys held in reserve? |
| Y | N | Is a current key control directive in effect? |
| Y | N | Are locks changed after determining lost or stolen keys will not be recovered? |
| Y | N | Are inventories conducted at least annually by the key control officer? |
| Y | N | If master keys are used, are they devoid of markings identifying them as such? |
| Y | N | Are employees required to report loss or theft immediately? |
| Y | N | Are losses or thefts of keys promptly investigated by security personnel? |
| Y | N | Must all requests for duplication of keys be approved by the key control officer? |

O.4 LOCKS

Yes **No**

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|---|---|--|
| Y | N | Are locks on inactive gates and storage facilities under seal? |
|---|---|--|



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

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|---|---|--|
| Y | N | Are they checked periodically by guard personnel? |
| Y | N | Are locks rotated within the activity at least annually? |
| Y | N | Is manufacturer's serial number on combination locks obliterated? |
| Y | N | Are measures in effect to prevent the unauthorized removal of locks on open cabinets, gates, or buildings? |
| Y | N | Are safes located within the building? |
| Y | N | Are safes adequately secured to prevent removal? |
| Y | N | Are safes in position to be observed from the outside by a security guard? |

O.5 ALARMS

Yes **No**

- | | | |
|---|---|---|
| Y | N | Is an alarm system used by the facility? (Give a brief description of detection device(s) on separate sheet.) |
| Y | N | Is it a local alarm system? |
| Y | N | Is it a central station system? |
| Y | N | Is it connected to a facility guard office? |
| Y | N | Is it connected directly to a monitoring station outside the facility proper? |
| Y | N | Is it a private protection service? Name? |
| Y | N | Is it a protection service provided by the local police? |
| Y | N | Is there any inherent weakness in the system itself? |
| Y | N | Is the system backed up by properly trained, alert guards? |



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

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|---|---|---|
| Y | N | Is the system tested prior to activating? |
| Y | N | Is the alarm system inspected regularly? |
| Y | N | Does the system incorporate a feature to detect tampering? |
| Y | N | Is the system weatherproof? |
| Y | N | Is an alternate or independent source of power available for use on the system in the event of power failure? |
| Y | N | Is the system designed to automatically switch over to the backup power source upon primary power failure? |
| Y | N | Is the alarm system properly maintained by trained personnel? |
| Y | N | Are properly screened and/or cleared personnel utilized in the maintenance of alarm systems? |
| Y | N | Are frequent tests conducted to determine the adequacy and promptness of response to alarm signals? |
| Y | N | Are records kept of all alarm signals received to include time, date, location, action taken, and cause of alarm? |

O.6 LIGHTING

| | | |
|-------------------|------------------|--|
| <u>Yes</u> | <u>No</u> | |
|-------------------|------------------|--|

- | | | |
|---|---|---|
| Y | N | Is protective lighting provided during hours of darkness? |
| Y | N | Is there adequate illumination for the perimeter of the facility? |
| Y | N | Is there an auxiliary power source? |
| Y | N | Are exit lights included? Stairwell lights? |



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

Y N Are repairs to lights and replacement of inoperative lamps effected immediately?

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